DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
USACC G-3, CURRENT OPERATIONS DIVISION
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

S: 011700FEB13

ATCC-PAO   **DTG: 161700NOV12**

SUBJECT: Providing Unit Website Updates to Cadet Command

SUSPENSE: 01FEB13

1. Send all unit updates to usarmy.knox.usacc.mbx.rotc-web-updates@mail.mil. This email account is monitored by USACC web developer Curt Arbtin. Provide phone contact information in case PAO has questions about the updates you seek.

2. Prior to each designated change, please provide the URL of where the page is located:

    EXAMPLE: www.armyrotc.com/edu/univky/faculty.htm

    Please replace the current University of Kentucky operations officer on our website from CPT Joseph Orr to CPT Joe Snuffy. CPT Snuffy's photo and bio are attached.

    Please also update LTC Cummins' photo to the attached official US Army Bio Photo.

    Questions: contact Ms. Bluella Wildcat at 123-456-7890.

3. Use words like add, remove, or update to indicate specifically what you want. PAO will not remove content unless you designate specifically that you want something removed.

    EXAMPLE: http://www.armyrotc.com/edu/univky/index.htm

    Please update the "contact us" portion at the bottom of our Home page to include Ms. Bluella Wildcat's phone number, 123-456-7890.

    Please remove the current reference to our Battalion History. We're working on updating the history and will get a revised version to you in 30 days.

    Questions: contact Ms. Bluella Wildcat at 123-456-7890.

4. Biographical data for cadre and photos are not required, but they are encouraged. When submitting bio data, please remove PII such as names of family members. Focus attention on providing accurate names, ranks, position titles and contact information.

5. Images depicting contractors will not be posted if the contractor's wearing ACUs. Also, titles should represent a current employment status and not prior military rank.

6. POC this instruction sheet is Mr. Curt Arbtin, USACC web developer at 502-624-6347.